



CLAY CENTRAL EVERLY

*Where learning is a journey, not a destination.*

# SUPPORT STAFF HANDBOOK 2018-2019

You Can't Spell **SUCCESS** Without **CCE!**

Definition of Support Personnel	3
Qualifications	3
Recruitment and Selection	3
Tenure and Dismissal	4
Assignments and Transfers	4
Hours of Work	4
Holidays	4
Vacations	4
Sick Leave	5
Bereavement Leave	5
Serious Family Illness	6
Professional Leave	6
Personal and Business Leave	6
Emergency Leave	7
Leave Without Pay	7
Pay Plan	7
Insurance	8
Evaluation	9
Resignation	9
Schooling	9
Grievance	10
Jury Duty	10
Contracts	10
Salary	10
Student Discipline	10
Line of Responsibility	10
Vandalism	11
Purchasing	11
Tornado and Fire Alarms	11
Attachment I - District Calendar	11
Attachment II - Leave Form	11

## **DEFINITION OF SUPPORT PERSONNEL**

The term support personnel shall include the following employees:

- A. Custodial and maintenance employees
- B. Secretarial employees
- C. Teacher associates
- D. Food Service employees
- E. Transportation employees
- F. Part-time personnel for any of the above classifications

(The total contracted hours of all combinations of A through E above are considered in qualifying for district benefits.)

Job specifications and job descriptions shall be established by the school administration for all positions that require support personnel. A manual containing such job specifications and job descriptions shall be developed by the school administration. The manual shall be reviewed and revised yearly as part of the planned evaluation program within the school system, and the building principal or department head shall review the manual each year with each employee in his/her building or workstation.

## **QUALIFICATIONS**

Selection shall be determined on the following factors:

- A. Training, experience and skill
- B. Personality and compatibility to the team
- C. Demonstrated competency
- D. Availability of personnel with the above qualifications

## **RECRUITMENT AND SELECTION**

Recruitment and selection of support personnel shall be the responsibility of the administration. Whenever possible the director or administrator who will be supervising the personnel being hired shall conduct the preliminary screening of the candidates. The superintendent of Schools shall have the authority to delegate recruitment and selection responsibilities to staff members. Names and salaries to be paid shall be presented to the Board for approval.

Selection shall be based upon the merits of the candidates without regard to race, color, religion, gender, creed, national origin, age, disability, sexual orientation, gender identification or marital status. The School District is an Affirmative Action/Equal Opportunity Employer.

## **TENURE AND DISMISSAL**

The Superintendent of Schools or the Superintendent's designee has the authority to suspend the services of any support personnel. At the next meeting of the Board of Education, action shall be taken by the Board as to whether or not the employee shall be reinstated or dismissed. The employee shall have the right to a hearing before the Board if the employee so desires.

## **ASSIGNMENTS AND TRANSFERS**

Personnel are hired to work for the school district, not a specific building. However, all reassignments shall be made only after discussion by those principally concerned and with the full knowledge of all related parties. Final action on reassignments shall not be taken until the Superintendent of Schools or the Superintendent's designee has given approval. All assignment changes are to be reported to the Board.

## **HOURS OF WORK**

The days of work will be determined by the Board of Education. Days for students are set forth on the attached calendar (Attachment 1). All employees are required to attend a pre-school workshop when requested by the superintendent. Additional days of in-service may be required during the school year.

## **HOLIDAYS**

Support personnel who are scheduled to work 52 weeks per year are entitled to six (6) paid holidays. Support personnel who are scheduled to work 36 weeks per year are entitled to four (4) paid holidays. The Superintendent of Schools or the Superintendent's designee shall approve a holiday schedule for all support personnel of the district.

## **VACATIONS**

Support personnel who are scheduled to work 52 weeks per year are entitled to paid vacation days based on the terms of their contract. Upon completion of ten years of service with the district, full-year support personnel will be eligible for three weeks paid vacation. Vacation is determined from the anniversary date of employment. If the employee begins employment on a date other than July 1, vacation days earned after the first anniversary date shall be prorated to the next July 1. The balance of the earned vacation days will then be taken between that July 1 and the next June 30<sup>th</sup>. The Superintendent of Schools or the Superintendent's designee shall approve a vacation schedule for all support personnel of the district.

*Vacation may not be taken during the following time periods:* Required in-service/workshop days; the first five or last five student contact days of the school

year. Exceptions to these blackout dates may be granted if, at the sole discretion of the superintendent, he/she deems the need is reasonable and necessary and will not impair the quality of education provided by the district. Only the time necessary to complete obligation should be used.

Vacation time may not accrue from one year to the next. Except in cases of emergency, employees may not be employed for extra wages during vacation periods. Vacation time for one school year must be used before September 1, of the following school year, except as provided for in paragraph one, above.

### **SICK LEAVE**

Sick leave will be granted to employees for personal illness or injury according to the Code of Iowa.

Sick leave may be used for illness in the immediate family (spouse, children).

If there should be an unused portion of sick leave in any one year, it shall be cumulative up to a maximum of one hundred twenty (120) days.

In the event an employee determines that the employee will need to be absent due to temporary disability, the employee shall notify the superintendent of the expected leave dates and keep the administration advised of the employee's condition. The employee will be granted sick leave for those dates missed due to temporary disability. If the employee has exhausted all sick leave due to the temporary disability, they shall receive an unpaid leave of absence until they and their doctor determine they can return to work.

### **BEREAVEMENT LEAVE**

Up to five (5) days of leave shall be granted at any one time in the event of death of an employee's spouse, child, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, parents, and parents-in-law, and any other member of the immediate household. Employees may be granted up to two (2) total days per school year to be used in the event of death of friends or relatives outside the employee's immediate family as defined above. In the event of the death of an employee or student in the Clay Central/Every School District, the principal or immediate supervisor of said employee or student shall grant to an appropriate number of employees sufficient time to attend the funeral.

### **SERIOUS FAMILY ILLNESS**

Employees shall be granted leave of absence at full pay for a serious illness requiring professional care for a member of the immediate family. A serious illness is defined as an illness, medical condition or injury resulting in an overnight stay in the hospital, use of hospice care, or periodic treatment for an illness, e.g. radiation, chemotherapy, for an employee's spouse, children, parents, mother-in-law, father-in law, son-in-law, daughter-in-law, sister and brother. This leave shall not exceed 10 days in any one year for a serious illness. Additional days may be granted at the discretion of the Superintendent whose decision in this matter cannot be grieved.

Requests concerning such circumstances shall be made on the prescribed school district form and routed through the building principal's office to the office of the superintendent.

### **PROFESSIONAL LEAVE**

Absence, with or without pay, may be authorized by the superintendent to permit certified employees to attend local, district, state, or national meetings or conferences of a professional nature. Authorization for such absences can only be obtained by written request to the superintendent prior to attendance at such meetings. Approval of attendance at meetings or conferences shall be based on their ability to provide meaningful contributions to the improvement of the educational program, which decision shall be made at the discretion of the superintendent.

### **PERSONAL AND BUSINESS LEAVE**

All support staff shall be allowed up to two (2) days of leave without loss of pay in any one fiscal year. Leave will be granted upon a minimum of three (3) days prior written request, to the employee's supervisor except in cases of emergency. The district will not give final approval for personal leaves more than 30 days prior to the leave with leaves being granted on a first come basis. Leave may be denied if a substitute cannot be found.

Personal leave may not be taken during the following time periods: Required in-service/workshop days; the first five or last five student contact days of the school year. Exceptions to these blackout dates may be granted if, at the sole discretion of the superintendent, he/she deems the need is reasonable and necessary and will not impair the quality of education provided by the district. Only the time necessary to complete obligation should be used.

## **EMERGENCY LEAVE**

Emergency leave may be granted by the superintendent for situations not covered by existing leave policies. If a substitute is hired, the cost of the substitute will be deducted from the pay for that day of service. Requests will be considered on an individual basis and leave will be approved or denied on the merits of each individual circumstance at the discretion of the superintendent.

## **LEAVE WITHOUT PAY**

Leave without pay may be authorized by the Superintendent or the Superintendent's designee for purposes which the Superintendent considers urgent and necessary. For such absences, deductions from the employee's salary will be made in accordance with the school district's pay deduction regulations.

The employee shall make application for such authorization of at least (10) days in advance of the occurrence or, if advance application is not possible, not later than 10 (ten) days immediately after the occurrence. Length of service, previous record of absence other than that for personal illness, and the purpose of the absence shall be factors in the decision as to authorization.

In instances where the spouse of an employee must take a vacation or business related trip during the school year, one which cannot be taken during the times school is in session, the district will allow up to five (5) days of unpaid leave for the purpose of accompanying the spouse on this trip. Only one leave of any duration will be permitted during the school year. When needed, personal leave may be combined with this unpaid leave and must be used before the unpaid leave is granted. Pay for the personal leave will not be forfeited as a result of the use of this unpaid leave provision.

Absences other than those herein provided for, or failure to follow the foregoing regulations, may be deemed to be neglect of duty and may be sufficient grounds for dismissal.

Request for Leave Form must be completed before leave will be considered. See Attachment II.

## **PAY PLAN**

All direct deposit pay will be on the 20<sup>th</sup> of each month. If the 20<sup>th</sup> comes on a weekend or holiday, your direct deposit will be made on the last working day before the 20<sup>th</sup>. For hourly employees, pay periods will run from the first of the month through the end of the month with pay day on the 20<sup>th</sup> of the following month. A "per hour" rate will be set each

year for all support personnel by the Board Of Education.

### **INSURANCE**

Before the district will pay the full single premium on group health and accident insurance for support personnel, the employee must be scheduled to work at least 30 hours per week for at least 36 weeks per year.

Employees scheduled to work fewer than thirty (30) hours per week, but at least twenty (20) hours per week, may participate in the district health insurance, at their cost.

Employees of the district that are married shall each receive the benefit, which they may add together to apply to costs of dependent coverage. Employees desiring to change from single to dependent coverage or dependent to single coverage may do so during the year by giving written notice to the administration. The change shall be effective as soon as it is processed through the office and insurance company.

In addition, the board shall provide persons qualified for health and major medical insurance a \$10,000 term life insurance policy, AD&D insurance, and long term disability insurance.

**Worker's Compensation** – Each employee shall be covered by worker's compensation paid for by the Board.

**School Liability** – All employees shall be covered by a school financed liability insurance covering performance of duties in the course of the employee's employment. Employees required to use personal automobiles in their assigned duties shall be covered by district-paid auto liability insurance.

The district-provided insurance programs shall be for twelve (12) consecutive months beginning September 1 of the current contract year and ending August 31 of the following contract year. Employees new to the district shall be covered by district-insurance no later than one (1) month after initial employment.

The Board shall request each insurance company with which coverage is obtained to provide each employee a description of the insurance coverage provided herein within (10) days of the beginning of the school year or date of employment, which shall include a description of conditions and limits of coverage and to keep available with the office of the Superintendent the form of applications.

In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the above-mentioned benefits shall continue throughout the balance of the school year. Employees who are on unpaid leave shall make arrangements to pay premiums through the school board for so long as the insurance company permits and thereafter directly to the insurance company.

All injuries to employees while on duty, no matter how trivial, **must be reported at once to the Board Secretary.** Injuries on the job are covered under Workman's Compensation, NOT by the group health and accident policy.

Therefore, accident report forms are to be filed by the injured party at the superintendent's Office immediately to assure coverage by Workman's Compensation.

### **EVALUATION**

The superintendent of Schools or the superintendent's designee shall be responsible for the continuous evaluation of the support personnel of the district.

Supervisors of support personnel shall submit such evaluations in writing to the Superintendent in such manner and at such times as may be determined by the Board of Education and the Superintendent.

### **RESIGNATION**

Resignations shall be in writing signed by the resigning party and directed to the Superintendent of schools and referred by him/her to the Board of Education with his/her recommendation.

Each employee under contract is expected to fulfill his/her contractual obligations by notifying the Superintendent or his/her designated representative of his/her intention to resign at least two weeks prior to the expected date of termination.

### **SCHOOLING**

Individual staff members are encouraged to attend schooling in their field. This enables a person to remain in contact with the most up-to-date methods and procedures.

Schooling may include, but not be limited to, area community college, university or workshops sponsored by professional organizations. As a part of the employee's commitment to continued development of quality service, each employee will also participate in periodic team meetings which may be held after contract hours. Failure to do so may result in a reduced salary increase or dismissal.

## **GRIEVANCE**

Any matters pertaining to the support personnel policies of the School District over which a disagreement arises, shall first be discussed with the building principal. If it is not satisfactorily resolved, it shall be presented to the Superintendent. If it is still not satisfactorily adjusted, then an appeal may be made to the Board of Education. These channels of communications shall be observed. Any person or group of persons may meet with the Board as a whole by requesting permission from the Superintendent to be placed on the Board agenda.

## **JURY DUTY**

In the absence of extraordinary circumstances, support personnel in the school system may be excused for jury duty. It is the intent of the school district that the employee shall not suffer financial loss because of such absence. Employee will receive full wages at the time of jury duty. The employee shall submit to the board secretary all payments received from the State of Iowa for jury duty services.

## **LETTERS OF ASSIGNMENT**

Letters of assignment support personnel shall be issued in writing, shall state the length of time the contract shall be in force, and shall state the rate of payment and shall be issued no later than thirty days after teacher contracts are issued unless staffing needs cannot be determined during this time frame.

## **SALARY**

The Board of Education shall establish salaries for the support staff positions in the school system. Following adoption of salaries, the administration shall use that salary in contracting with support personnel. Overtime will not be allowed unless approved by the Superintendent or designee ahead of time.

## **STUDENT DISCIPLINE**

One reason our buildings look as nice as they do is because support personnel have helped discourage students from being destructive.

Support personnel are encouraged to stop the destructive action of students. If you do stop such action, it would be good to report the incident to the building principal.

## **LINE OF RESPONSIBILITY**

Support personnel shall be directly responsible to the building principal for duties performed in and about the building.

### **VANDALISM**

Any support personnel discovering a building has been damaged, entered, or burglarized, should immediately report to the principal in order that the local police department and Superintendent's Office may be notified.

### **PURCHASING**

If an employee needs to purchase any materials or supplies for the school district, the employee should complete a purchase requisition via the weblink. Ask your building secretary if you need assistance.

### **TORNADO AND FIRE ALARMS**

The support staff is expected to participate in the drills and know the proper procedures to insure safety for all.

[CCE 2018-2019 District Calendar](#)

[Leave Form](#)